

# Yet More iPads Tips to Practices

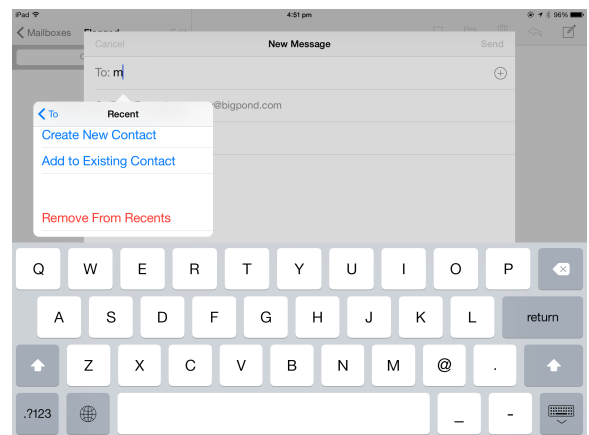
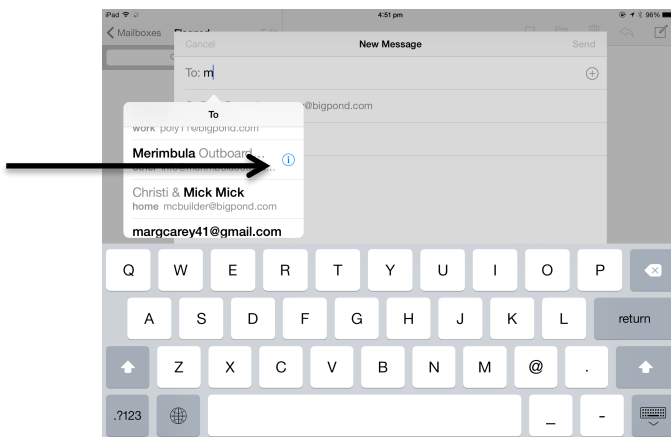
## 1.Shortcuts In Mail

- Tap and hold the "Compose new message" button in Mail to automatically bring up all your saved email drafts.
- Rather than switching to the number keyboard and then switching back to the letter keyboard, tap and hold the "123" key, then drag it to a number to select it. When you lift your finger from the number, the letter keyboard will appear again

## 2. Delete recent addresses in Mail

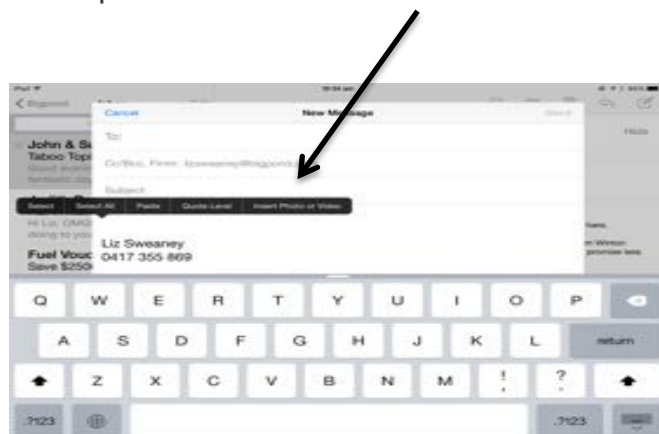
Mail is helpful with addresses, showing possible matches from your recent history and Contacts as soon as you start filling in the 'To' field. However, you can remove those who you emailed once and are never likely to contact again. Scroll down to the suggestion you want to delete. Tap the little blue (i) next to the name and then select *Remove From Recents*

You can't do this for those on your Contacts list: they will always be suggested where relevant. If you want rid of them you'll need to delete the contact entirely.



## 3. Adding photos and videos to messages

If you want to email a photo to a friend you can either do so from within the photo app which we looked at when we using the camera) or you can send an image from within mail. Go to the Mail app and start composing your new message. Tap and hold a blank bit of the message to bring up the contextual menu, then tap on Insert Photo or Video and follow the prompts.



#### 4. Checking the meaning of a word

This is a quick method to look word without losing your place. Select it, and then tap Define in the pop-up menu to see the word's definitions and usage. You can use this tool in mail, Safari, iBook's etc.

#### 5. Finding Deleted Photos

To find a deleted photo, Tap Albums and open the Recently Deleted album (You may have to look amongst your albums to find this folder) Tap the photo, Then tap Recover.

#### 6 Hide the Keyboard

If the keyboard is in the way when you are trying to fill a form on the iPad, or use an app or webpage, you can tap on the small keyboard icon in the lower right to hide the keyboard from the screen. Tap on any text box to bring it back.

#### 7. Search a Webpage for Text

If you land on a long webpage and need to search it for a specific word you can tap on the address bar and type the word you want to search the page for. Instead of tapping on the search options, scroll to the bottom and it will show you that word On This Page. Tap on Find "word" and you can then use arrows to scroll back and forth between the search results on the page.

#### 8. Save a Website to your Desktop

If you want to go to a website frequently you can add it to your iPad home screen, just like an app. Go to the website you want to save -> Tap on the small box with an arrow at the top of the screen -> Tap on Add to Home Screen in the lower part of options. Enter the name for the website and tap on Add.

#### 9. Change your Ipad into a Digital Picture Frame

A great free app you could use to set up your iPad as a Digital Frame is "Picmatic" from the App store. Be careful not to select the Pro version. Explore the app and see what you think if its not for you, simply delete. It's a great way to show some of your photos.



#### 10. Practice downloading Apps.

Go to The App Store on your iPad. Type in Tips and Tricks for Ipad and down load the **free version**. Remember you will need to use your Apple ID (iTunes) password to download even a free App.



You'll be surprised at how many of these tips you already know. But there is sure to be a few new tricks and tips you might like to access.